

**U.S. Probation and Pretrial Services Office  
Western District of New York  
Position Description**

<b>Job Title/Classification Level</b>	Intensive Supervision Specialist CL 29
<b>Occupational Group</b>	Professional Line

**Job Summary**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officer specialists perform duties that involve both general pretrial services or probation cases and specialized types of defendants.

**Representative Duties**

- Supervise a specialized caseload of high-risk offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment.
- Maintains personal contact with defendants through office contacts and collateral home and community contacts to monitor general compliance with release conditions.
- Develops guidelines and procedures to implement approved intensive supervision programs. Assists officers in utilizing the program and provides training to the staff in identifying and handling special offenders. Prepares program procedures in written form to ensure overall understanding and consistency with the district.
- Supervision of defendants released pursuant to conditions in accordance with the Adam Walsh Child Protection and Safety Act of 2006, including all responsibility for electronic monitoring of those defendants.
- Installation and monitoring of applications to investigate all activity on the computer, automated services, or connected devices owned or operated by defendants.
- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Track legal developments, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests for defendants following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Responsible for enforcement of home confinement conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Participation in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to defendants investigation and supervision practices.

- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train and make recommendations to other officers, the court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for defendants with specialized situations or needs.
- May supervise defendants in witness protection programs.
- Perform administrative duties regarding intensive supervision.

## **Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**

### **Probation, Pretrial Services and Law Enforcement**

- Knowledge of the roles and functions of the federal probation and pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defenders Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).
- Knowledge of investigative techniques and skill in investigating defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising defendants. Skill in supervising defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling defendants to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of intensive supervision procedures. Skill in supervising defendants with specialized needs/situations. Ability to provide guidance to other officers, the court, and other agencies regarding intensive supervision program.

### **Judgment and Ethics**

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### **Written and Oral Communication/Interaction**

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and defendants. Ability to interview and establish rapport with contacts at collateral agencies, defendants and their families/support systems, and others for the purpose of supervision and investigation.

### **Information Technology and Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated

systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

## **Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to fulfill statutory requirements to conduct pretrial investigations, supervise defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the defendant completes the conditions of supervision and becomes a productive member of the community. The specialized programs developed and managed by the Intensive Supervision Specialist aids the judicial officers in making decisions concerning the defendant's specific needs. Successful management of special needs benefits the defendant, family members, employers, and others in the defendant's community.

## **Factor 3 – Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Officer Specialists at this level of function differ from officer positions in that their jobs have greater complexity and require more extensive knowledge in an area of specialization.

## **Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

## **Factor 4B – Interactions with External Contacts**

The primary external contacts are defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating defendants' backgrounds, obtaining and verifying arrest information, and similar activities. Officers at this level also have contacts with drug and alcohol treatment professionals, mental health professionals, and home confinement equipment vendors for the purpose of providing specialized supervision of offenders.

## **Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations, such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur.